

CODE ENFORCEMENT OFFICER

City of New Carrollton

The beautiful tree-lined City of New Carrollton is a residential community located in suburban Prince George's County, approximately eight miles from Washington, DC. New Carrollton has a diverse population of over 12,300 residents. The City has approximately 2500 single-family homes and 2200 apartments and condominiums; there are two major commercial retail centers in the city, with more expected in the future.

We are currently looking for a part-time Code Enforcement Officer to work evenings and weekends. The hourly rate for this position is \$19.27. This individual will be required to perform rental inspections and search for unsightly conditions, code violations and property maintenance issues throughout the City, as well as respond to complaints of loud noise, dumping, illegal signs and any other code related matters. The ideal candidate must have excellent verbal and written communication skills, and have the ability to educate residents, property owners, and businesses on the City code. Maintaining a professional demeanor at all times is a must. Work is performed under the direction of the Code Enforcement Manager.

The Code Enforcement Department ensures the health, safety and wellbeing of City residents by enforcing building, property, and environmental codes. The Department upholds the community's standards and enhances property values through its comprehensive code enforcement program. The Code Department administers a comprehensive rental housing licensing program.

TYPICAL TASKS

- Conducts field investigations involving violations of the Municipal Code.
- Collaborates with residents of a diverse bilingual population to achieve voluntary compliance with Municipal Codes.
- Works with the City Attorney to issue uniform infraction citations and serve as the City's representative in District Court regarding code enforcement issues.
- Assists in the development of goals for Enforcement Program that reflect an awareness of private property rights and evaluate effectiveness of work program to accomplish these goals.
- Receives complaints and prioritize magnitude of issues; log in and track complaints on computer; research and make determination of appropriate codes to address complaint; prepare appropriate compliance letters.
- Assists in the construction and operate a multiple step compliance program including verbal interaction, written notices and infraction citations.
- Maintains computerized records and establish sufficient background information to proceed with legal action if necessary.
- Issues infraction citation and complaints, prepare documentation and evidence to support charge in District Court.
- Acts as City's representative in code enforcement cases in which citations are not issued. Assists City Attorney in preparing cases where an attorney represents defendants.
- Attends seminars and meetings and maintain current knowledge of code requirements and related City ordinances.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

Knowledge of principles and practices of land use regulation, nuisance codes and health and safety standards, particularly in the area of enforcement; inspection, enforcement and research methods,

procedures and techniques and report preparation and records maintenance procedures; Ability to plan, organize, coordinate and perform field inspections, ensure compliance with Municipal Code and City ordinances, work and communicate effectively with citizens, public officials and co-workers, resolve conflicts in a positive manner, and read, interpret, apply and explain rules, regulations, policies, procedures and codes.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience equivalent to an Associate of Arts degree with emphasis in planning, enforcement, communications, public administration, or community development coursework, and three years increasingly responsible experience in related field. Must possess a valid driver's license. Bilingual communication skills in Spanish/English and prior public contact/public relations experience desirable.

PHYSICAL REQUIREMENTS

Must have the ability to stoop. Crawl, climb ladders and stairs in order to perform inspection duties in all structures in various types of weather.

Interested candidates are encouraged to submit a cover letter and resume to hr@newcarrolltonmd.gov or via mail to:

**City of New Carrollton
Attn: Human Resources Department
6016 Princess Garden Parkway
New Carrollton, Maryland 20784**

The City of New Carrollton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.